

Bamfield Marine Sciences Centre
Assistant Coordinator, University Programs
Temporary, Full time position, April 30 – August 31, 2012

Bamfield Marine Sciences Centre is a world-class teaching and research facility located on the outer west coast of Vancouver Island, Canada. It is operated by five Western Canadian universities (University of Alberta, University of Calgary, University of British Columbia, Simon Fraser University and University of Victoria). The village of Bamfield has a strong sense of community, and a well-developed arts culture. It is ideally situated to enjoy outdoor recreation including hiking, kayaking, surfing and fishing.

The department of University Programs (UP) offers unique field courses in coastal and marine sciences. These University credit courses are open to senior undergraduates, graduates and other qualified persons. BMSC courses are directly credited towards member university degree programs.

The Position:

This temporary, full time position (37.5 hours per week) starts April 30 and will continue until at least August 31, 2012. A flexible work schedule may permit taking courses or working in another department at BMSC for short periods over the summer. Working some weekends may be required. Wage: minimum \$12/hour. Accommodation with cooking facilities provided.

The Assistant Coordinator reports to the University Programs Coordinator.

Duties include supporting the Coordinator with the following:

- prepare UP communication documents, brochures etc.
- coordinate communication with students, instructors and TAs
- process student applications
- select students
- create and manage class lists with assistance from instructors
- procure equipment and supplies for UP
- maintain space, equipment and supplies for UP
- allocate space, equipment and supplies to courses in cooperation with the coordinators for research and public education
- schedule and coordinate first week activities for each course
- transport classes to field sites by boat and vehicle (if qualified)
- SCUBA dive for scientific purposes (if qualified)
- coordinate summer and fall seminar series
- coordinate communication with member universities (calendars, course-descriptions/codes, student registration, and grades)
- manage UP records, including evaluations and statistics

Qualifications required

- BSc in biology (or current biology undergrad)
- Valid Class V Driver's license
- Pleasure Craft Operator Card (PCOC)

- Competency with computers and software including: Word, Excel and Power Point

Qualifications desired

- Valid Class IV drivers license
- Small Vessel Operator's Proficiency (SVOP) certification
- Familiar with BMSC and the marine life of Barkley Sound (worked or studied here in the past)
- Rescue Diver – if you have this level of SCUBA certification, you may be able to dive

Competencies

A strong **Service Orientation**. This means focusing one's efforts on discovering and meeting the needs of students and instructors.

Strong **Planning, Organizing and Coordinating** skills. These involve thinking ahead, establishing priorities and allocating resources. They also involve monitoring and adjusting work to accomplish the goals of University Programs and BMSC.

Teamwork and Cooperation. This involves the ability to work co-operatively with all staff and departments at BMSC and with staff at member universities. It requires the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Flexibility and willingness to adapt and work effectively in diverse situations, as well as with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Apply by: February 29, 2012

Apply by e-mail, post or hand-deliver to:

Beth Rogers, Coordinator
BMSC University Programs
100 Pachena Rd
Bamfield, BC V0R 1B0
University@bms.bc.ca

Include:

- Letter of application
- Resume
- Contact information for three references

Electronic applications should contain only one file titled with the applicant's last name.